

# MSFC COOPERATIVE EDUCATIONAL PROGRAM Supervisory Evaluation

**WORK TERM**  
(1st, 2nd, 3rd, or 4th, etc.)

DATE: \_\_\_\_\_

Program: ☐ Secretarial ☐ Baccalaureate ☐ Graduate ☐ Ph.D.

Student's Name: \_\_\_\_\_ Org. Symbol: \_\_\_\_\_ Grade Level: \_\_\_\_\_ College Standing: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior GPA: \_\_\_\_\_

Date of Work Period (From and To): \_\_\_\_\_ Major Field Upon Entry into Program: \_\_\_\_\_ Major Field of Study: \_\_\_\_\_

Name of College or University Currently Attending: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_ Mentor's Name: \_\_\_\_\_

## TO BE COMPLETED BY ORGANIZATION

Provide a brief description of the student's duties during this period:

**INSTRUCTIONS:** The immediate supervisor will evaluate the student objectively comparing him with: Students of comparable academic level; personnel assigned the same or similarly classified job; or individual standards.

### B. Evaluate Student's Performance

**Determine the student's Total On-The-Job Training Score by marking the appropriate number. On a scale of 1 to 5, where 5 is high and 1 is low, rate the following attributes.**

Technical Abilities and Attitudes	SCALE	1	2	3	4	5
1. Ability to follow directions and adhere to established regulations in the performance of the job.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Dependability/willingness to work.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Quality of work assignments.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Time management & ability to multitask.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Ability to perform tasks with normal supervisory assistance, some independence.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Interest in work/initiative/shows enthusiasm.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Communication skills.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Judgment and/or maturity.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Attendance and punctuality.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Demonstrates high degree of professionalism - Dresses appropriately - Conducts himself/herself in appropriate and professional manner		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Total On-The-Job Training Score: \_\_\_\_\_

C. Does this student show need for improvement/change? If so, in what areas?

☐ YES ☐ NO

D. Do you recommend this student to return for another work term or for conversion to a permanent position at NASA/Marshall Space Flight Center? (If "no", contact the Co-op Coordinator/Provide reasons as an attachment to this form). ☐ YES ☐ NO

Remarks:

This evaluation has been  
discussed with the student. ☐ YES  
☐ NO

NASA has my permission to disclose the information furnished on this form to any organization or individual having a valid reason for requesting it.

Signature of Student:

Date:

Signature (Immediate Supervisor):

Signature (Mentor):

### TO BE COMPLETED BY MSFC CO-OP OFFICE

Total On-The-Job Training Score:  
(From Page 1, Part B)

#### Determine Academic Point Score:

Current Cumulative GPA = \_\_\_\_\_

Academic Point Score

3.76-4.00 = 50 Points	2.76-3.00 = 30 Points
3.51-3.75 = 45 Points	2.51-2.75 = 25 Points
3.26-3.50 = 40 Points	2.26-2.50 = 20 Points
3.01-3.25 = 35 Points	2.00-2.25 = 15 Points

#### Determine Academic Point Score:

Total On-The-Job Training Score + Academic Point Score

Work Phase Score

☐ Outstanding  
(100-90)

☐ Highly Successful  
(89-80)

☐ Successful  
(79-70)

☐ Minimally  
Successful  
(69-60)

☐ Unsuccessful  
(59 and Below)